

**Missouri Division of Workforce Development**  
**Skilled Workforce Initiative**  
**Regional Skills Gap – Round 3**  
**Competitive Funding Proposal**  
**Program Year 2006**  
**Guidelines**

The state will make up to \$750,000 available under this initiative, to fund up to three (3) demonstration proposals. Individual applications will be funded up to a maximum of \$250,000, and multi-region applications a maximum of \$500,000. The Division of Workforce Development (DWD) reserves the right to limit awards within local areas in an effort to evenly distribute funds statewide. Grant applications are subject to evaluation and approval by an interagency team composed of state level partner staff.

Eligible applicants are the Local Workforce Investment Boards (LWIBs) that did not receive funding through the second round of the Skills Gap Initiative, but need additional funds to continue planning and/or implementation from efforts in the first round.

**Update on the Missouri Regional Skills Gap Initiative**

The Missouri Regional Skills Gap Initiative was a two-phase program designed to assist LWIBs in addressing critical labor gaps in their regions.

The first phase of this initiative was the planning phase, with each of the fourteen workforce investment regions applying for and receiving \$10,000 in a non-competitive basis to develop a local consortium that conducted a regional supply/demand gap analysis, identified the current and future needs of business and industry, and identified the targeted occupations for each workforce region. This phase began in February 2005, with contracted funds being expended until June 30, 2005. Final reports were due by July 31, 2005.

The second phase of this initiative was the implementation phase, where LWIBs competed for funds. Four proposals were awarded in the second phase.

The LWIBs must respond to this Request for Application (RFA) if they are interested in participating in this phase. LWIBs will need to describe how the funds would be used to implement strategies in the region to address the critical labor gaps identified in the Planning Phase. **Workforce strategies that target industries that are high growth, high demand and critical to the state and/or local economy should be addressed.** Strategic partnerships among the workforce investment system, targeting businesses and industries that will play a key role in implementing this phase must be identified. This includes letters of support from businesses willing to hire individuals trained in these identified gap areas.

The funding for this initiative is through the WIA Governor's Reserve Fund (15%).

## **I. Executive Summary**

Provide an Executive Summary, not to exceed one page, which identifies the critical skill shortages in the areas that the WIB plans to target for training through this proposal. Identify the specific sector and industry being targeted, and describe how this targeted area meets the Governor's focus on providing high-quality/high-demand jobs to the state. Summarize the cause of the skills gap in the region and what will be accomplished with the project. Include a short summary of the findings from your Planning Phase Final Report that was due July 31, 2005.

## **II. Project Narrative**

### **Purpose**

The purpose of this RFA is to solicit proposals for continuation of the Skills Gap initiative for those regions that were not selected in Phase Two. Limited funding (up to \$10,000) could be requested for further planning, but the funding is intended to move regions into an implementation strategy.

### **Strategic Partners**

Identify consortium members who will be involved in the implementation of this project, what they represent (business, community colleges and other educational institutions, economic development organizations, labor, one-stop partners, etc.) and what their role will be in this phase.

Identify businesses in the region that have agreed to hire those participants who have completed the training from the proposed project. Provide letters of support from employers who will benefit from the training being provided in their region.

Discuss outside organizations or individuals to be partnered with and their roles in carrying out the proposed project.

Discuss how this project meets the businesses' and customers' needs. Explain to extent that businesses have been involved in planning the project (i.e. surveys, community meetings, etc.).

Profile the key individuals who have the most responsibility for making this project successful, connecting it to the targeted population and achieving performance targets. This should include direct program staff. Identify staff with a role in the organization and implementation of the project and their relationship to the participants.

**Statement of Need**

Priority will be given to those applications that utilize data provided from sources, such as MERIC, that include emerging industries to target.

Separate requests must be made for each “sector-industry” combination for which the consortium is requesting funds. Funds will be awarded on a competitive basis to consortia that produce the best regionally funded plans.

Describe any strategies that will be used to dually-enroll participants into other WIA programs.

Estimate the impact the various solutions will make to address the projected short-term and long-term shortages of these skills in the region.

**Project Design**

The region’s Skills Gap Analysis Planning Consortium should have submitted a final report (including the expense summary), by July 31, 2005 to DWD. This report identifies the critical skills gaps for the region, as well as strategies to address these gaps.

Describe how the planning consortium was formed. Describe the skills gaps and how they were identified. Identify the strategies to address the skills gaps and how they were developed. Include planning consortium participation documentation.

Describe how the proposed training will be delivered, including the structure (classroom training, on-the-job training, apprenticeship, individual training accounts, etc.).

Describe how soft-skill development (work ethic, attendance, etc.) will be included in your project. Identify any other strategies that would address unmet needs (providing additional funding to pay instructors, etc).

Provide a tentative calendar of events/activities/meetings, along with a budget timeline for this project from January 1, 2006 through June 30, 2007.

**Performance**

Provide information on the program operator’s past performance.

Describe the number of individuals the region plans to train and the anticipated outcomes.

Describe how this project will be tied to the region’s performance.

**Staffing Qualifications**

Not applicable.

### **III. Use of Funds Policy**

Identify project activities and the funding source. WIA 15% funds will be used to fund Regional Skills Gap proposals.

Identify project activities and corresponding funding source. Funds awarded through this RFA will only be used to cover costs appropriate for the program design identified in each project.

Only costs incurred between July 1, 2006 and June 30, 2007 are eligible to be included in this project.

### **IV. Budget**

The RFA budget submission guidelines prescribed are to be followed.

### **V. Project Reporting**

The RFA project reporting guidelines prescribed are to be followed.

### **VI. Evaluation and Scoring**

Proposals will be evaluated by an interagency team. Scoring criteria will be based on the following critical program elements:

**35% Project Design and Innovation**  
(Including Planning Phase Report)

**25% Strategic Partnership**  
(How well the application addresses the strategic partnerships of the project and in-kind contributions.)

**25% Performance Outcomes/Timeline**

**15% Budget and Financial Accuracy**  
(Priority will be given to those applications leveraging other funding and in-kind contributions.)

A team made up of members of the Missouri Skills Gap Initiative Committee will be grading the proposals and making final recommendations of awardees. Grant funding levels will be determined based upon the requirements of the proposed projects.

### **VII. Reservation Clauses**

The RFA reservation clauses prescribed are to be followed.

## **VIII. Procurement**

The RFA procurement guidelines prescribed are to be followed.

Proposals should be submitted to the attention of Roderick Nunn, Division of Workforce Development, 421 East Dunklin, P.O. Box 1087, Jefferson City, MO 65102  
E-mail: [roderick.nunn@ded.mo.gov](mailto:roderick.nunn@ded.mo.gov) Fax: 573-522-9496.

Submit questions regarding this RFA to Roger Baugher, Division of Workforce Development, 421 East Dunklin, P.O. Box 1087, Jefferson City, MO 65102. Email: [roger.baugher@ded.mo.gov](mailto:roger.baugher@ded.mo.gov) Telephone: 573/751.7897.